



## OSD Training for Vendors Summer Schedule 2016



OSD offers a variety of free events and training opportunities related to the procurement of commodities and services. The following is a listing of the schedule for May 2016 – August 2016. For training-related questions, please send an email to [osdtraining@state.ma.us](mailto:osdtraining@state.ma.us).

To view detailed courses descriptions to go [mass.gov/osd](http://mass.gov/osd) > [OSD Training](#) > [Training Calendar](#) or click on the **course's hyperlink**.

### Vendor Training Registration Instructions

Press **Ctrl** and click on the **hyperlink** for your desired **training date**. This will bring you to one of our course enrollment sites which require completing a registration form.

**Please Note:** After registering for a webinar, registrants will receive details for accessing the webinar via email prior to the date of the class.

COURSE	DATE	START	END	LOCATION
<a href="#">Connecting Your Business to the Commonwealth</a>	<a href="#">Fri, May 06, 2016</a>	9:30 AM	12:30 PM	Lawrence Public Library, 51 Lawrence Street First Floor, Lawrence
<a href="#">COMMBUYS Vendor Registration</a>	<a href="#">Tue, May 10, 2016</a>	1:30 PM	2:30 PM	Live Webinar (Online)
<a href="#">COMMBUYS Vendors: Organizational Design and maintenance for the Seller Administrator</a>	<a href="#">Thu, May 12, 2016</a>	9:30 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
<a href="#">Basic Supplier Diversity Plan Overview</a>	<a href="#">Mon, May 16, 2016</a>	10:00 AM	11:00 AM	Live Webinar (Online)
<a href="#">COMMBUYS Vendors: Essentials for the Seller Role</a>	<a href="#">Tue, May 17, 2016</a>	9:30 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston



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COURSE	DATE	START	END	LOCATION
<a href="#"><u>Connecting Your Business to the Commonwealth</u></a>	<a href="#"><u>Thu, May 19, 2016</u></a>	9:30 AM	12:30 PM	Crescent Credit Union, 115 Commercial Street, Brockton
<a href="#"><u>SDO Pre-Certification Workshop</u></a>	<a href="#"><u>Friday, May 20, 2016</u></a>	10:00 AM	12:00 PM	Lawrence Public Library, 51 Lawrence Street First Floor, Lawrence
<a href="#"><u>Connecting Your Business to the Commonwealth</u></a>	<a href="#"><u>Tue, May 24, 2016</u></a>	9:30 AM	12:30 PM	Cambridge Community Development, 344 Broadway, 2nd Floor, Community Room, Cambridge
<a href="#"><u>SDO Pre-Certification Workshop</u></a>	<a href="#"><u>Wed, May 25, 2016</u></a>	10:00 AM	12:00 PM	Crescent Credit Union, 115 Commercial Street, Brockton
<a href="#"><u>Small Business Purchasing Program Overview</u></a>	<a href="#"><u>Wed, May 25, 2016</u></a>	2:00 PM	3:00 PM	Live Webinar (Online)
<a href="#"><u>Demystifying the RFR: Responding to the Commonwealth's Procurement Opportunities</u></a>	<a href="#"><u>Thu, May 26, 2016</u></a>	9:30 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
<a href="#"><u>Locate and Respond to Bids in COMMBUYS</u></a>	<a href="#"><u>Tue, May 31, 2016</u></a>	10:00 AM	11:00 AM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
<a href="#"><u>COMMBUYS Vendors: Essentials for the Seller Role</u></a>	<a href="#"><u>Wed, June 08, 2016</u></a>	9:30 AM	12:30 PM	Crescent Credit Union, 115 Commercial Street, Brockton
<a href="#"><u>COMMBUYS Vendors: Organizational Design and maintenance for the Seller Administrator</u></a>	<a href="#"><u>Wed, June 08, 2016</u></a>	1:00 PM	3:00 PM	Crescent Credit Union, 115 Commercial Street, Brockton



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COURSE	DATE	START	END	LOCATION
<a href="#">Connecting Your Business to the Commonwealth</a>	<a href="#">Tue, June 14, 2016</a>	9:30 AM	12:30 PM	FutureWorks, 1 Federal St #103-3, Springfield
<a href="#">Demystifying the RFR: Responding to the Commonwealth's Procurement Opportunities</a>	<a href="#">Wed, June 15, 2016</a>	9:30 AM	12:30 PM	Crescent Credit Union, 115 Commercial Street, Brockton
<a href="#">COMMBUYS Vendors: Organizational Design and maintenance for the Seller Administrator</a>	<a href="#">Thu, June 16, 2016</a>	9:30 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
<a href="#">COMMBUYS Vendor Registration</a>	<a href="#">Thu, June 16, 2016</a>	1:30 PM	2:30 PM	Live Webinar (Online)
<a href="#">COMMBUYS Vendors: Essentials for the Seller Role</a>	<a href="#">Tue, June 21, 2016</a>	9:30 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
<a href="#">Demystifying the RFR: Responding to the Commonwealth's Procurement Opportunities</a>	<a href="#">Wed, June 22, 2016</a>	9:30 AM	12:30 PM	One Ashburton Place, 21st Floor, Room 3
<a href="#">Basic Supplier Diversity Plan Overview</a>	<a href="#">Tue, June 28, 2016</a>	10:00 AM	11:00 AM	Live Webinar (Online)
<a href="#">Sales and SDP Spend Reports Overview for Vendors</a>	<a href="#">Tue, June 28, 2016</a>	2:00 PM	3:00 PM	Live Webinar (Online)
<a href="#">Locate and Respond to Bids in COMMBUYS</a>	<a href="#">Thu, June 30, 2016</a>	10:00 AM	11:00 AM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston



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COURSE	DATE	START	END	LOCATION
<a href="#">Small Business Purchasing Program Overview</a>	<a href="#">Thu, June 30, 2016</a>	2:00 PM	3:00 PM	Live Webinar (Online)
<a href="#">SDO Pre-Certification Workshop</a>	<a href="#">Mon, July 11, 2016</a>	10:00 AM	12:00 PM	Richard E. Neal City Hall Annex Building , Conference Center, 70 Tapley Street, Springfield
<a href="#">COMMBUYS Vendors: Organizational Design and maintenance for the Seller Administrator</a>	<a href="#">Wed, July 13, 2016</a>	9:30 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
<a href="#">Connecting Your Business to the Commonwealth</a>	<a href="#">Thurs, July 14, 2016</a>	9:30 AM	12:30 PM	Worcester Public Library, 3 Salem Square, Worcester, MA
<a href="#">COMMBUYS Vendors: Essentials for the Seller Role</a>	<a href="#">Mon, July 18, 2016</a>	1:00 PM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
<a href="#">Basic Supplier Diversity Plan Overview</a>	<a href="#">Mon, July 25, 2016</a>	10:00 AM	11:00 AM	Live Webinar (Online)
<a href="#">Locate and Respond to Bids in COMMBUYS</a>	<a href="#">Wed, July 27, 2016</a>	10:00 AM	11:00 AM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
<a href="#">Small Business Purchasing Program Overview</a>	<a href="#">Wed, July 27, 2016</a>	2:00 PM	3:00 PM	Live Webinar (Online)
<a href="#">SDO Pre-Certification Workshop</a>	<a href="#">Thurs, July 28, 2016</a>	10:00 AM	12:00 PM	Worcester Public Library, 3 Salem Square, Worcester, MA



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COURSE	DATE	START	END	LOCATION
<a href="#">Connecting Your Business to the Commonwealth</a>	<a href="#">Wed, August 3, 2016</a>	9:30 AM	12:30 PM	Thomas Crane Public Library, 40 Washington St., Quincy, MA
<a href="#">SDO Pre-Certification Workshop</a>	<a href="#">Wed, August 10, 2016</a>	10:00 AM	12:00 PM	Thomas Crane Public Library, 40 Washington St., Quincy, MA
<a href="#">COMMBUYS Vendor Registration</a>	<a href="#">Wed, August 17, 2016</a>	10:30 AM	11:30 AM	Live Webinar (Online)
<a href="#">Basic Supplier Diversity Plan Overview</a>	<a href="#">Wed, August 17, 2016</a>	1:30 PM	2:30 PM	Live Webinar (Online)
<a href="#">Small Business Purchasing Program Overview</a>	<a href="#">Thu, August 18, 2016</a>	2:00 PM	3:00 PM	Live Webinar (Online)
<a href="#">COMMBUYS Vendors: Organizational Design and maintenance for the Seller Administrator</a>	<a href="#">Tue, August 23, 2016</a>	9:30 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
<a href="#">COMMBUYS Vendors: Essentials for the Seller Role</a>	<a href="#">Thu, August 25, 2016</a>	9:30 AM	12:30 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
<a href="#">Locate and Respond to Bids in COMMBUYS</a>	<a href="#">Mon, August 29, 2016</a>	10:00 AM	11:00 AM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
<a href="#">Demystifying the RFR: Responding to the Commonwealth's Procurement Opportunities</a>	<a href="#">Tue, August 30, 2016</a>	9:30 AM	12:30 PM	One Ashburton Place, 21st Floor, Room 1